



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor
July 30, 2009

Mr. Scott Springer, Plant Manager
scott.springer@bunge.com
Bunge North America, Inc.
4396 South McClure Road
Modesto, CA 95357

Dear Mr. Springer:

RE: FINAL MONITORING VISIT REPORT for Bunge North America, Inc. – ET08-0113

Attendees:	Bunge North America Representatives: Tena McLane-Ceja, HR MAnanger ; ETP Representative(s): Kristie Ohta, ETP Analyst		
Visit Location:	Teleconference		
Date of the Visit:	June 3, 2009	Beginning/End Time:	9:30 am – 10:30 am
Term of Agreement:	July 3, 2007 July 2, 2009	Agreement Amount:	\$103,680
Training Start Date:	July 3, 2007	Reimbursement Amount:	\$18.00
Date Training must be Completed:	April 1, 2009	Number of Trainees to Retain:	48
Type of Trainee:	Retrainee	Range of Hours:	24 – 200
Action Required:	NO	Weighted Ave. Hours:	120
		Recommended Hours for Progress Payment 1	24

Final Report Summary:

- **History Of Agreement Changes**

The Agreement was executed on 09/14/07 and training began on 07/03/07. Your staff reported that all training was completed on 01/30/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement 07/02/09.

- Interview with Tena McLane-Ceja, HR Manager
- What barriers, if any, did your company experience in implementing your ETP project?
None, the process was easy and anytime I had a question all I had to do was call.
- What problems, if any, did your company experience with ETP record keeping?
Again, we didn't have any problems. The on-line system is very user friendly.

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- What assistance could ETP have provided that would improve the process for future Contractors?
I don't think any
- How did your company benefit from the ETP training?
Besides the financial help, it provided us an opportunity to train more because of the grant.

Project Status:

Planned Number of Trainees:	48	Total Agreement Training Hours:	5,760
Trainees Enrolled:	56	Training Hours Recorded:	2,608
Trainees Started Training:	56	Potentially Reimbursable Hours:	2,545
Number of Trainees Dropped:	8	Number of Trainees Completed Training:	32
Completed 8 hours:	32	Trainees in Retention:	- 0 -
Completed Minimum hours:	32	Trainees Completed Retention:	32

Bunge North America's records show that 32 trainees have completed training and the 90 day retention period (66% of planned retentions). Bunge North America projects earnings to be \$45,810 (43% of the encumbered total \$106,680). Ms. McLane-Ceja, advised Ms. Ohta that Bunge North America originally estimate that more training would be provided, however they ran out of time due to competing priorities. Current records show that Bunge North America has received \$ 33,756.75 in progress payments, of which \$ - 0 - has been approved as earned. Ms. Ohta reminded Ms. McLane-Ceja that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement.

Ms. McLane-Ceja advised Ms. Ohta that Bunge is interested in coming forward with another ETP Agreement. Ms. Ohta advised Ms. McLane-Ceja to submit a new pre-application for funding.

Attendance Rosters:

Ms. Ohta reviewed a sampling (10 percent) class/lab rosters to ensure they are being completed correctly and to ensure the accuracy of the information input. You normally use ETP's approved multiple day / multiple trainee roster. All rosters reviewed met Panel requirements for documenting this training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. All records will be retained within the control of the primary contractor and shall be made available for review at the contractor's place of business within the State of California.

Sub-agreements:

During the development process Ms. Ohta reviewed and approved Bunge North America's sub-agreement with TBM.

Invoices:

Ms. Ohta and Ms. McLane-Ceja processed invoice 10 for \$13,756.50. Ms. McLane-Ceja submitted the final fiscal close out invoice on June 19th, 2009.

Location Of Training:

All training took place at Bunge North America's facility in Modesto, California.

Audit:

Bunge North America will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

Record Retention:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding your contract or the contents of this Report, please contact ETP at 916-327-5239 within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Kristie Ohta, Program Analyst
Sacramento Regional Office

cc: Tena McLane-Ceja – tena.mclane-ceja@bunge.com
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor _____**